

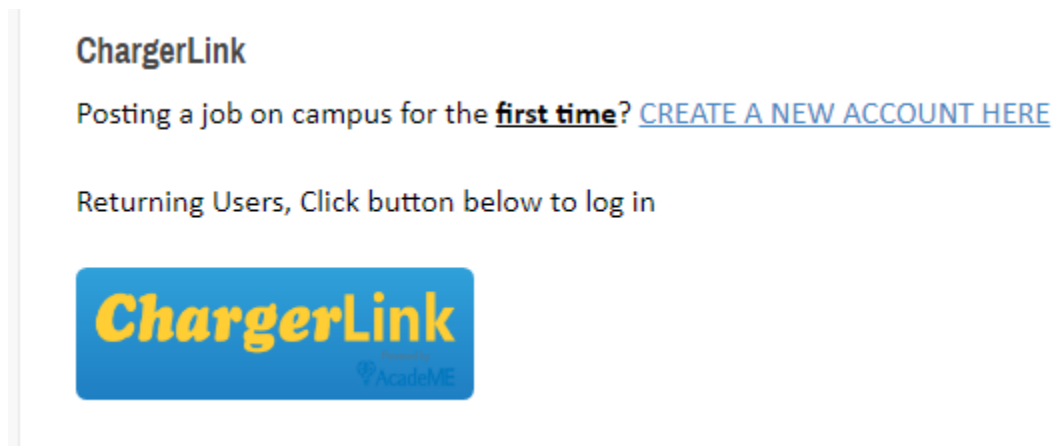


University of New Haven

ChargerLink: Campus Employer Registration & Job Posting Instructions

1. To register as a campus employer, sign in to myCharger and select 'Employee Resources' or 'Faculty Resources'

Scroll down until you see this access point:

A screenshot of the ChargerLink login page. The page has a light blue background. At the top, the text 'ChargerLink' is displayed in a bold, dark blue font. Below this, there is a line of text: 'Posting a job on campus for the **first time**? [CREATE A NEW ACCOUNT HERE](#)'. Underneath that, it says 'Returning Users, Click button below to log in'. At the bottom of the screenshot is a large blue button with the text 'ChargerLink' in yellow and 'Powered by FacilitE' in a smaller font below it.

2. If this is your **first time** accessing the system, choose CREATE A NEW ACCOUNT HERE and follow the instructions starting with #3 below

If you already have an account, click the blue ChargerLink button

****For faculty who already have an account to review and approve internships, click the blue ChargerLink login button and follow the next step to toggle between your Faculty account and your Employer Account****

Click the 'Switch to Employer Role' button in bottom left corner

Matt Caporale-Test

Search: [Search](#)

[Students & Alumni](#) [Interns](#) [Companies](#)

[Events and Fairs](#) [Reports](#) [Search Jobs](#)

Change Password

Activities Overview

[Internship Approvals \(0\)](#)

Personal Dashboard

[Assignments Dashboard](#)

[Switch to Employer Role](#)

For first time users, you will see this form to complete your employer profile:

Status: active
Last Updated - 08/31/2018

Admin - Matt Caporale-Test

[Job Offers](#)

[Company Preview](#)

[Post A New Job](#)

Company Details

Company Name*

Address*

State*

Country*

City*

Zip Code

Industry*

Company Description*

Company Website Link

Company YouTube Video

[Save](#)

User Information

First Name*

Last Name*

Position Title

Phone / Cell*

E-mail*

Password

Confirm Password

I wish to receive newsletters with updates from time to time

Complete the registration form as a campus department:

The format for entering the company name is 'University of New Haven – [department name]

Hit Save, and then click Post A New Job button on left (Skip to #7 below)

3. For first time users, Select 'Employers' to begin registration process, then New User



Registered User


Email

Password

[Forgot your password? Click Here](#)

LOGIN

NEW USER



AcadeME



4. Complete the registration form as a campus department:

The format for entering the company name is ‘University of New Haven – [department name]’

Sign Up

Company Details

Company Name*

HQ
*Is your Company the HeadQuarters

Address*

State*

Country*

City*

Zip Code

Industry*

Company Description*

Company Size*

Company Website Link

Company YouTube Video

User Information

First Name*

Last Name*

Position Title

Phone / Cell*

E-mail*

Password*

Confirm Password*

I wish to receive newsletters with updates from time to time

I have read and approved the disclaimer

[Save & Sign in](#)

5. Your registration will be pending, as all employers are verified by the Career Development Center to protect student information. Approval process is 12-24 hours, most times much less than that.

Home

Status: active
Last Updated - 05/08/2018

Testing 123

Add Company Logo

Job Offers

Company Preview

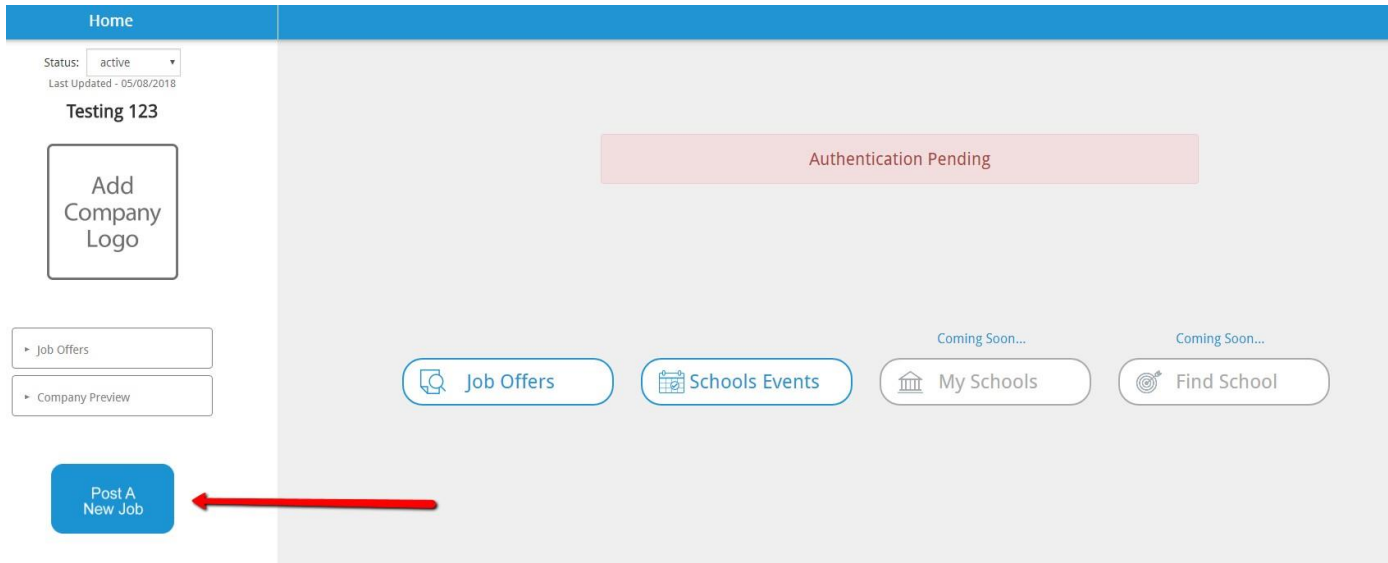
Post A New Job

Authentication Pending

Coming Soon... Coming Soon...

Job Offers Schools Events My Schools Find School

6. While “pending”, you may submit a Job Offer that will also be pending until approval is completed. Simply click ‘Post a New Job” button on left.



7. Complete Job Description form and hit ‘Submit’ when done.

Choose ‘On-Campus Employment’ as Position Type

Be sure to include how you want students to apply for this position in the posting form

A screenshot of a web application form titled 'Post A New Job'. The form is displayed in a window with a blue header. The form fields are arranged in two columns. The left column contains: Job Title * (text input), Industry (text input), Profession * (text input with search bar), Position Type (dropdown menu), Cumulative Gpa (text input), Education (text input), Degree Level * (dropdown menu), College * (dropdown menu), Major * (dropdown menu), Minor (dropdown menu), Class Level (dropdown menu), Experience (dropdown menu), and Salary Level (text input). The right column contains: Education (text input), Search for a Profession (text input), and None Selected (dropdown menu) for Degree Level, College, Major, and Minor. At the bottom left, there is an information icon and a message: 'You are not authenticated. This job will be hidden from the candidates. It will become visible as soon as your authentication status is changed.' At the bottom right, there is a blue button with a checkmark icon labeled 'Save Job'.

TIPS FOR HOW STUDENTS APPLY FOR YOUR POSITION:

You have a few choices on how you want students to apply:

- Email:** You can put an email address for students to submit a resume. The CDC suggests you do not put your personal work email due to the volume of students seeking positions. You may want to use a general office email instead.
- External Link:** You can direct students to another website to apply, such as a Google Doc form or a departmental website.
- Apply Online:** With this option, student applications accumulate online in the ChargerLink system. This is a great option for managing your candidates and not having your email published. Detailed instructions on how this works is below (items 7 – 12)
- Other:** If you have other application instructions, such as information sessions or having them come to the office to apply in-person, you can include this right in body of the job description.

8. Once posted, students will apply as directed or can apply via the system. You will receive notifications of student applications via email.

To view applications, log back in to ChargerLink via single sign on in the myCharger portal (myCharger > Student Resources > ChargerLink)

myCHARGER

University of New Haven

STUDENT RESOURCES
myCharger / Student Resources

Welcome

Academics

Student Resources

Winter Commencement

Faculty Resources

Employee Resources

One Stop Student Financial and Registrar Services

Library

Important News:

- The flu shot is back at the health center! [Click here](#) for more information
- Missed Charge-Out?

In order to participate in Winter 2018 Commencement, we are asking you to go to the Campus Bookstore, starting Monday, November 19, to check in to receive your guest tickets and regalia (cap and gown). [Click here for Bookstore hours.](#)

The final day for graduates to check in for Winter Commencement is Wednesday, December 5. On December 6, if you have not checked in, your guest tickets will be forfeited. Tickets will be reallocated to another graduate.

Welcome Students

Directory

Charger Connection

Office of the University Registrar

Campus Services

Student Financial Services

IT Help Desk

LinkedIn Learning

ChargerLink

Register for Classes

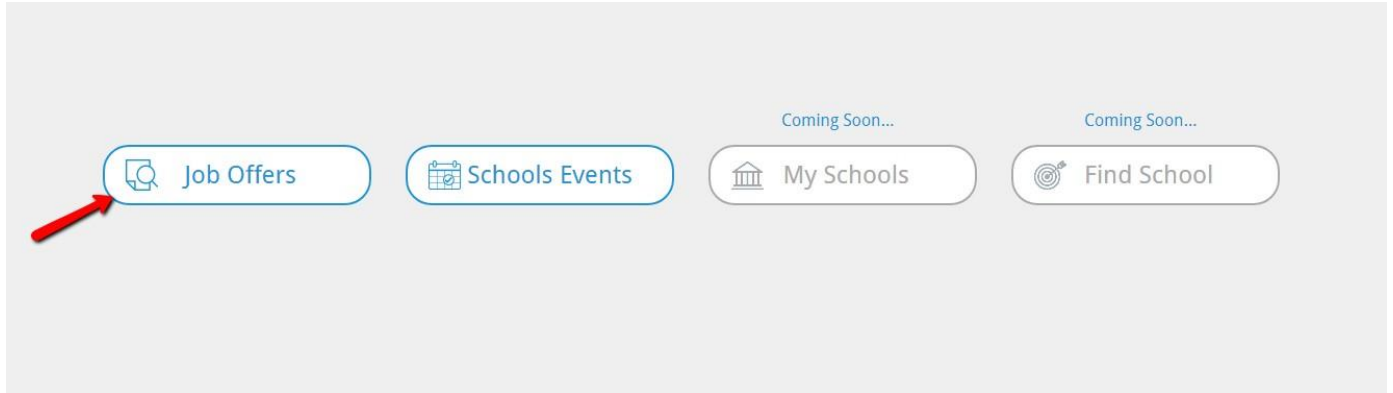
Student Billing

Student Handbook

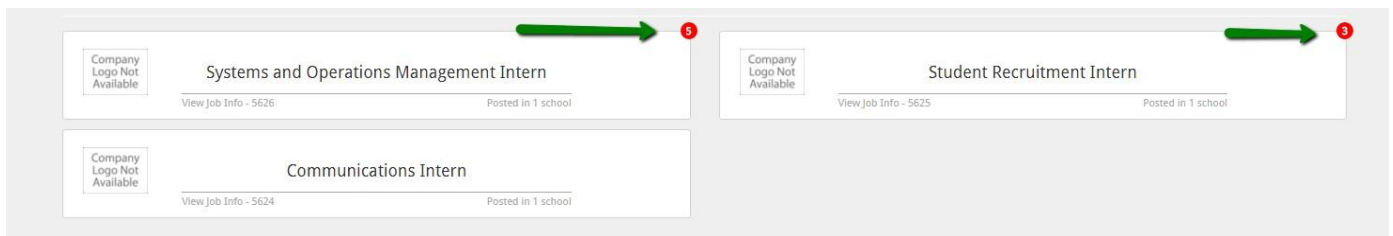
Facilities Work Order

Office-365

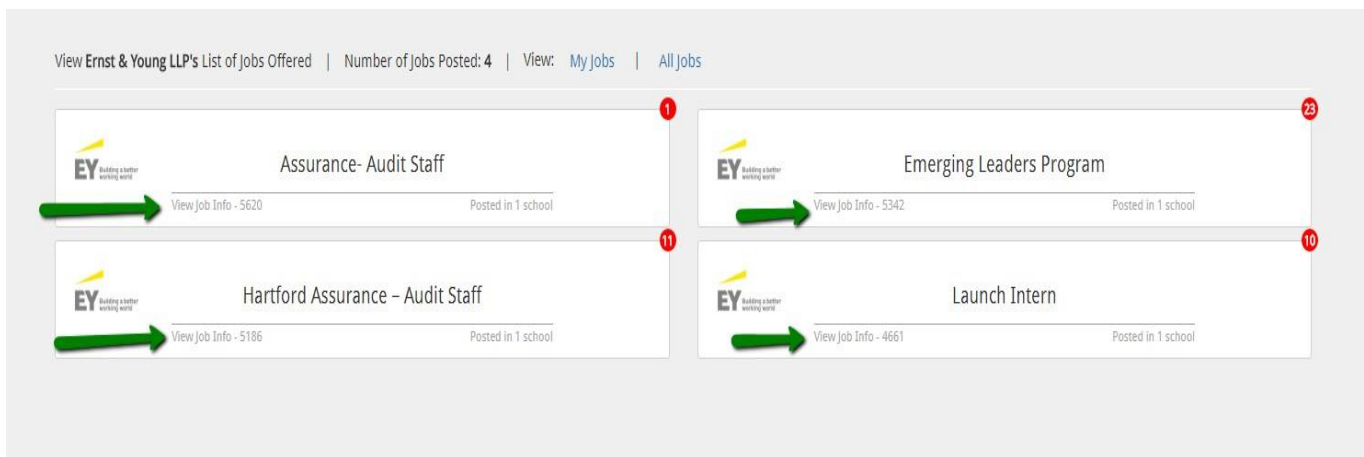
9. Select 'Job Offers' to view your positions



10. You will see your jobs and a small red notification icon telling you how many applicants you have for each position:



10. IMPORTANT: NOTE THE JOB ID # FOR EACH POSITION – YOU WILL NEED THIS ON THE POSITION REQUEST FORM



11. Click on the job, and then select 'View Inquiries'

The screenshot shows a job details page for 'Systems and Operations Management Intern'. The page is divided into several sections: Job Details, Education, Class level, Experience, Work authorization, Location, Job Expire, and Description. A red arrow points from the bottom right of the job details section to the 'View Inquiries' button, which is located in the bottom right corner of the page. The 'View Inquiries' button is a blue icon with a magnifying glass and a document, and it has a red notification badge with the number '1' next to it.

Job Title	Systems and Operations Management Intern		
Industry	Education		
Profession	Systems Analysts and Administrators		
Position type	Internship		
Education	Degree level: B.A B.S M.A M.S	College: College of Arts and Sciences College of Business College of Engineering	Major: Business Management Computer Science Engineering Engineering & Operations Management Network Systems System Engineering Show More
Class level	Senior Graduate Student		
Experience	Entry-Level (0-2 yrs)		
Work authorization			
Location	State:	City:	
Job Expire	Saturday, June 2, 2018		
Description	Responsibilities: Support in the maintenance and enhancement of existing IT systems for the Office of Graduate Admissions. Assist with data analysis of historical data, current data		

12. Click on student names to view their Career Profile and Resumes, or drag names to message center to send them a message! Or, simply reach out to them as you see fit (email, phone, etc.)

The screenshot shows a search results page for job offer 5342, 'Emerging Leaders Program'. The page displays a list of student profiles, each with a name, a 'View Profile' link, and a 'Match' score. A green arrow points from the 'View Profile' link for Yulissa Barroso to the message center. The message center is titled 'Send a Message to the Qualified Candidates' and contains a text box for creating a message. A blue box highlights the text 'Drag student names over to this box to send them a message to continue the conversation!'. The message center also has a 'Create Message' button.

Search results for job offer 5342 | Emerging Leaders Program

	Yulissa Barroso View Profile - 101 Match ★★★★★
	Casey Alfano View Profile - 97 Match ★★★★★
	Ankur Viradia View Profile - 12044 Match ★★★★★
	Roya Hosseinpanah View Profile - 287 Match ★★★★★
	Stephanie Pratt View Profile - 162 Match ★★★★★
	Brian Berdecia View Profile - 103 Match ★★★★★
	Cindy Nguyen View Profile - 153 Match ★★★★★
	Brian Garafola View Profile - 128 Match ★★★★★
	Diane Soto View Profile - 606 Match ★★★★★

13. Hire students as you deem appropriate for your position

- Reach out to students for interviews either via the system or your own email/phone process
- Hire the right students for your role and department
- Complete Position Request Form for Non-Federal Work Study positions (formerly Bursary) via the Student Employment Office
- **IMPORTANT** – Do not allow students to begin working until the Student Employment Office authorizes the Position Request Form.